Moving and copying sheets

You can move or copy sheets within the same spreadsheet by dragging and dropping or using the Move/Copy Sheet dialog (Figure 18). To move or copy a sheet into a different spreadsheet, use the Move/Copy Sheet dialog.

Dragging and dropping

To move a sheet to a different position within the same spreadsheet, click on the sheet tab and drag it to its new position before releasing the mouse button.

To copy a sheet within the same spreadsheet, hold down the *Ctrl* key then click on the sheet tab and drag it to its new position before releasing the mouse button. The mouse pointer may change to include a plus sign depending on the setup of your operating system.

Using Move/Copy Sheet dialog

The Move/Copy Sheet dialog allows you to specify exactly whether you want the sheet in the same or a different spreadsheet, its position within the spreadsheet, and the sheet name when it is moved or copied.
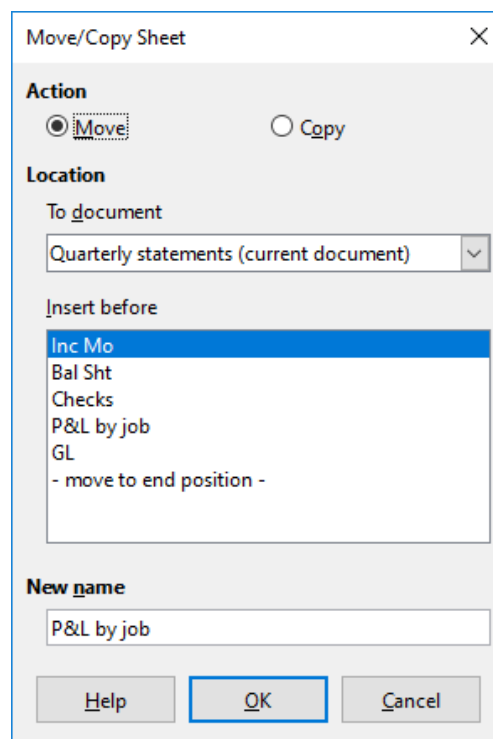

Figure 18: Move/Copy Sheet dialog

1) In the current document, right-click on the sheet tab you wish to move or copy and select **Move or Copy Sheet** in the context menu, or go to **Sheet > Move or Copy Sheet** on the Menu bar.

2) Select **Move** to move the sheet or **Copy** to copy the sheet.

3) Select the spreadsheet where you want the sheet to be placed from the *To document* drop-down list. This can be the same spreadsheet, another spreadsheet that is already open, or you can create a new spreadsheet.

4) Select the position in *Insert before* where you want to place the sheet.

5) Type a name in the *New name* text box if you want to rename the sheet when it is moved or copied. When copying, Calc suggests a default name (Sheet1_2, Sheet2_2, and so on).

6) Click **OK** to confirm the move or copy and close the dialog.